



REGULAR SCHEDULED GOVERNANCE COUNCIL MEETING MINUTES – DRAFT

Wednesday, November 17, 2021 @ 5:00pm
 Meeting Room: Via Zoom
 10301 Candelaria Rd. NE, Albuquerque, NM 87112

BOARD MEMBERS PRESENT	BOARD MEMBERS ABSENT	ALSO IN ATTENDANCE	PUBLIC IN ATTENDANCE
Deborah Burns Tammy Gerrard Michael Hamel Debra Jensen Scott Struve		Denise Dixson Christine Lutz Lisa Mora Heather Riley Keri Stewart Neill Woods Justine Vigil	

MINUTES RECORDED BY: Debra Jensen **Transcribed by:** Dana Smith

These minutes were approved on 12-15-21

DocuSigned by:
 President: Deborah Burns
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Recorded by: Debra Jensen
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****Items up for approval during this meeting and/or required action taken, are in RED print.***

*****SSLC policies are available to the public. Please e-mail Dana Smith (dsmith@sslc-nm.com) to request a copy of the policy/policies as referenced within this document.***

OPENING BUSINESS

CALL TO ORDER

Mrs. Burns called the Southwest Secondary Learning Center (SSLC) Governing Council Board (GCB) Meeting to order on Wednesday, November 17, 2021, at 5:01 pm via Zoom.

ROLL CALL

Mrs. Burns, present
Mr. Hamel, present
Ms. Gerrard, present
Mrs. Jensen, present
Mr. Struve, present

PLEDGE OF ALLEGIANCE

Mrs. Burns asked everyone to join her in the Pledge of Allegiance.

ADOPTION OF THE AGENDA

Mrs. Burns asked for a motion to adopt the agenda. Ms. Gerrard made the motion to adopt the agenda Mr. Hamel seconded the motion. Mrs. Burns called for a roll call vote, unanimous yes, **Motion passed.**

REVIEW /APPROVAL OF MINUTES 10-20-21 Regular meeting

Mrs. Burns asked for a motion to approve the minutes. Ms. Gerrard made a motion to approve the minutes with the correction of designation of new council member Scott Struve (not Jack) and Mr. Vigil recommends carryover of more than 5%. Also, move Scott Struve over to board members present with a * indicating he joined after the vote for board approval and that he voted on action items as a board member following approval. Mrs. Jensen seconded the motion. Mrs. Burns called for a roll call vote, unanimous yes, **Motion passed.**

ACTION ITEMS

FINANCE REPORT

Justine Vigil presented the Finance Report. Mrs. Vigil noted that the school is receiving reimbursements slowly from the PED. \$4,623,513.57 Month and bank balance.

FINANCE COMMITTEE UPDATE

CHECK REGISTER (October 2021)

Justine Vigil presented the check register. After discussion, Mrs. Burns asked for a motion to approve the Check Register. Mrs. Burns made the motion and Mr. Hamel seconded the motion. Mrs. Burns called for a roll call vote, unanimous yes, **Motion passed.**

BANK RECONCILIATION (October 2021)

After discussion, Mrs. Burns asked for a motion to approve the Bank Reconciliation. Mrs. Jensen made the motion and Mrs. Gerrard seconded the motion. Mrs. Burns called for a roll call vote, unanimous yes, **Motion passed.**

BUDGET ADJUSTMENT REQUEST (BAR)

BAR 531-000-2122-0012-I- Air quality award, 2nd round of award- \$2,573 to be used to improve air quality.

After discussion Mrs. Burns asked for a motion to approve the above mentioned BAR. Ms. Gerrard made the motion and Mrs. Jensen seconded the motion. Mrs. Burns called for a roll call vote, unanimous yes, **Motion passed.**

Justine Vigil and Heather Riley left the meeting

COVID-19 RESPONSE: SUPPLEMENTAL SCHOOL POLICIES/PROCEDURES GUIDEBOOK- REVISED BY MATTHEWS/FOX PER AUGUST-NOVEMBER NMPED TOOL KITS

Gives guidance regarding Covid positive cases, close contacts, vaccination verification, etc. Updated to reflect policies in August-November NMPED tool kit. "Test to stay" is new and is only for school exposure or for unvaccinated staff who must be surveillance tested. Surveillance testing will be available on campus, and as long as students test negative they can remain on campus and don't need to quarantine. If PMG is unavailable staff will be able to test. All services are free. A question was raised about the possibility of students and staff being able to be tested at school in order to increase testing and decrease exposure to students and staff (for possible outside of school exposure).

After discussion Mrs. Burns asked for a motion to approve COVID-19 response guidebook with the understanding that the possibility of providing in house testing be explored. Mr. Hamel made the motion and Ms. Gerrard seconded the motion. Mrs. Burns called for a roll call vote, unanimous yes, **Motion passed.**

SMART LAB STUDENT COMPUTER UPGRADE PURCHASE

Awarded \$52,000 in capital outlay to upgrade Smart Lab. Abba bid was similar to MNJ, but because MNJ is an approved CES vendor, MNJ was selected. Total quote is \$61,431.87, amount over \$60,000.00 and must be approved by the board.

After discussion Mrs. Burns asked for a motion to approve the Smart Lab student computer upgrade purchase. Mrs. Jensen made the motion and Ms. Gerrard seconded the motion. Mrs. Burns called for a roll call vote, unanimous yes, **Motion passed.**

Discussion Items

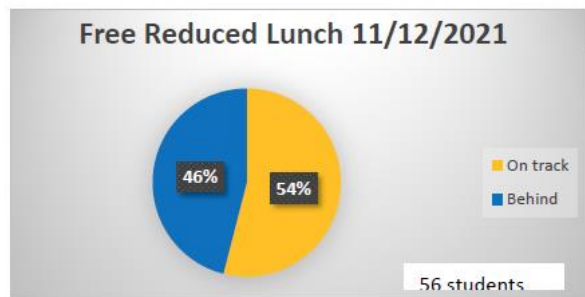
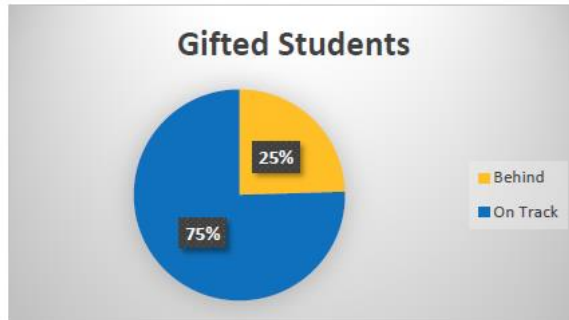
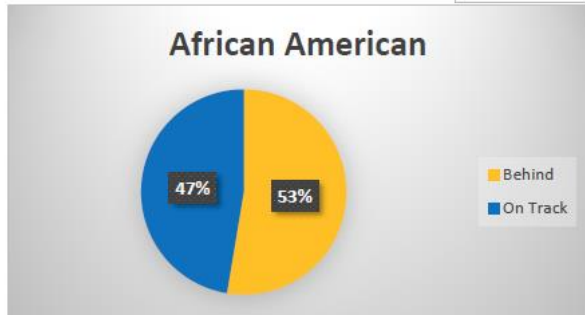
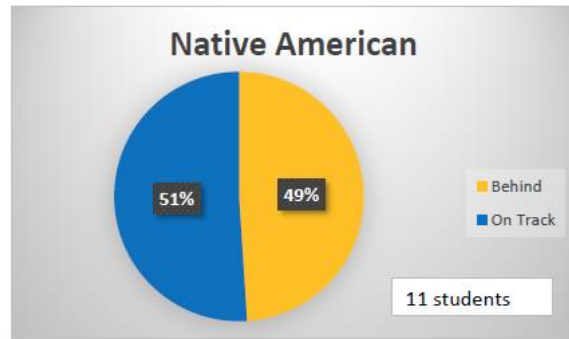
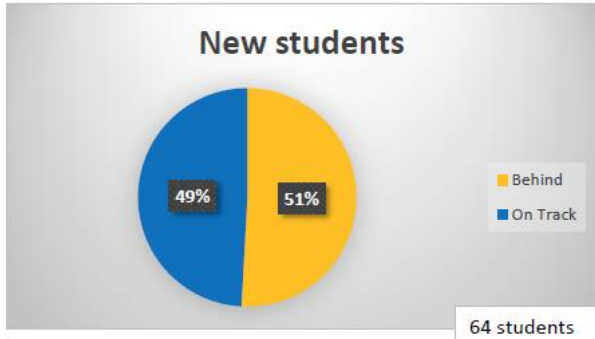
- A. Strategic planning with Results 4 Business and SSLC staff- Christine Lutz and Lisa Mora presented the strategies, objectives and action plans for SSLC strategic planning for upcoming year. Keri Stewart, from Results 4 Business, was available for questions.
- B. Broadband Deficiency Correction Program (BDCP) application letter was signed by Deborah Burns- allows SSLC to be reimbursed by E-Rate funding on category 2 projects. Notification that Mrs. Burns signed a letter of application for reimbursement by E-Rate.
- C. Check register and bank reconciliation approval on agenda- According to Melissa Brown, Governing Council approval is not required for check register and bank reconciliation. They are reviewed by the finance committee. It was decided that the check register and bank reconciliation will not be included on the next agenda for Board approval, but will still be included in the packets for review.
- D. January dates for 3 hour required financial training by Rebekah Runyon, K12 CPA: Wednesday, 1-26-22 at 5:00 for a 3 hour financial training.
Chris will resend the schedule of training provided by PED and still waiting for asynchronous training options.

UPDATES

ACADEMIC DEAN UPDATE (DENISE DIXSON)

- 61% of students on track for credit, in-person and remote at the same percent.
- SPED 49% on track, Native 51% on track, and African American 47% on track. Compared data to last year and SPED are 7% increased, Native 3% increase. Subpopulations are seeing improvement compared to last year.

Student Progress Data 9-10-2021



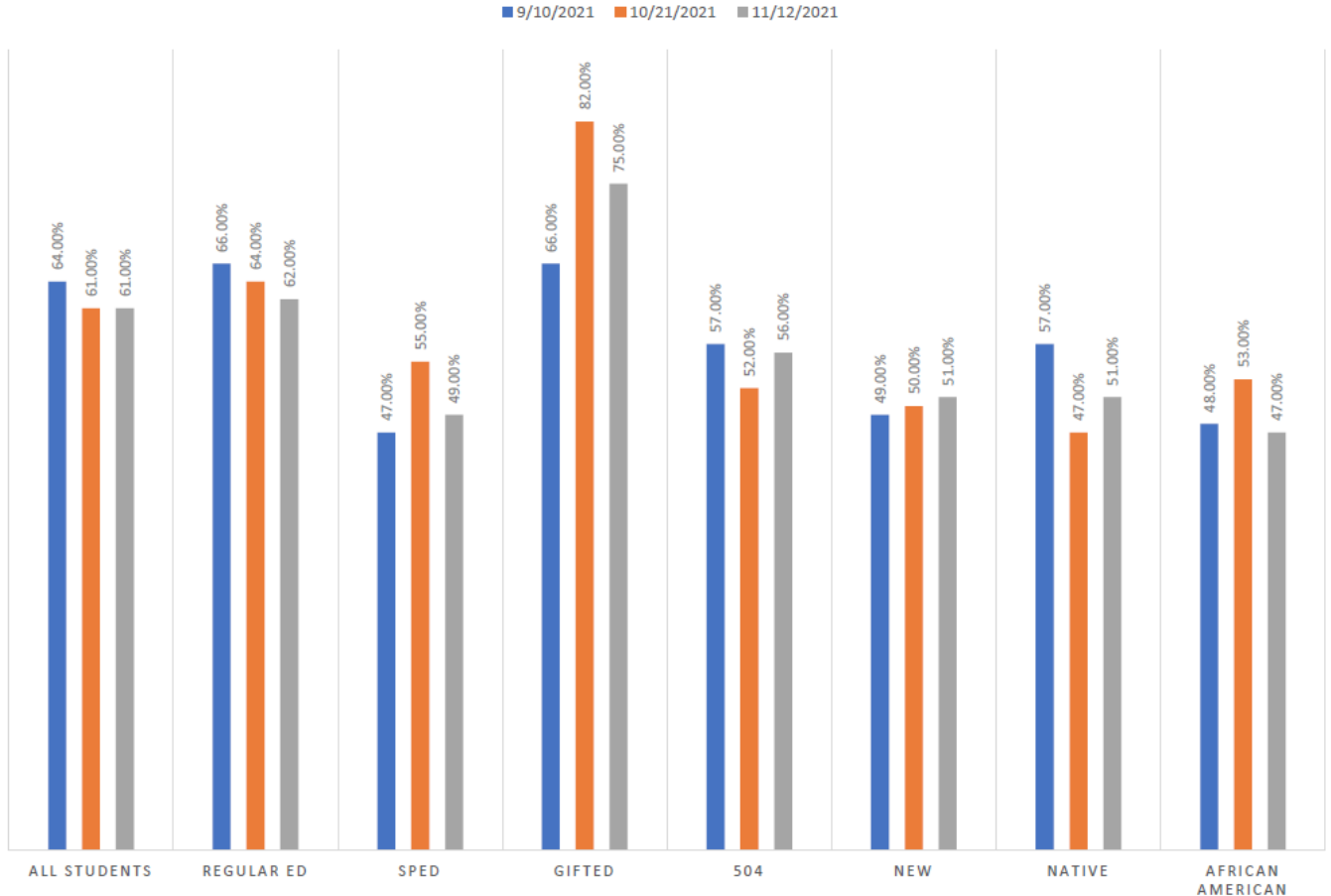
12 students

EQUITY COUNCIL UPDATE

PED requires equity councils, smaller schools can form a consortium with other schools. Our council was formed in early summer 2020 and currently has 8 members plus the lead, so 9 total members.

Suggestion for an open PO for translation services and a food sharing table.

SUBPOPULATION TRENDS - CLASSES ON TRACK FOR CREDIT



HEAD ADMINISTRATOR UPDATE

- Current enrollment is 147.
- 40 day reporting verified by state and sent to budget.
- 80 day reporting begins 12-1-2021.
- SSLC received an award to help buy tests and expenses associated with the Test to Stay Program and surveillance testing.
- Stakeholder input on the Black Education Act required with plan:
 - We need to update discipline policies.
 - We need to establish a hotline for reporting.

GOVERNANCE COUNCIL COMMITTEE UPDATE

Audit Committee

Our exit interview is completed, results cannot be discussed until the results are filed. The audit process is complete.

PUBLIC COMMENT

Request for input on HB43/Black Education Act/Racial Sensitivity training to include future policy development. Public comment is limited to two minutes per individual. Also discussed how to comply with OMA and include all Governing Council members on Audit committee so that all members are privy to the audit.

ANNOUNCEMENTS

An article was pointed out discussing collaborating between NM Film office and CNM to provide free production and assistant training. Could this work for SSLC?

ADJOURNMENT

The meeting adjourned at 7:26 pm. The next Governing Council Board Meeting is December 15, 2021 at 5:00 via Zoom platform.